



# MECHANICAL PERMIT APPLICATION

Schedule B

BUILDING SAFETY OFFICE  
316 N Capitol Ave Suite C-1  
Lansing, MI 48933-1238

Date: \_\_\_\_\_  
Approved by: \_\_\_\_\_  
Permit#: \_\_\_\_\_

## Applicant is required to call for inspections

Brian Shields, Chief (517) 483-4577

Cal Baxter (517) 483-4372

[Brian.shields@lansingmi.gov](mailto:Brian.shields@lansingmi.gov)

[cal.baxter@lansingmi.gov](mailto:cal.baxter@lansingmi.gov)

Online Inspection Requests <https://www.accessmygov.com/?uid=384>

RESIDENTIAL ☐

COMMERCIAL ☐

INSTALLATION ADDRESS: \_\_\_\_\_

LOCATION: (CIRCLE AREAS) Basement Floor #\_\_\_\_ Attic Roof Ground Crawlspace Other

APPLICANT NAME: \_\_\_\_\_ DAY/PHONE (\_\_\_\_) \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

OWNERS NAME: \_\_\_\_\_ DAY/PHONE (\_\_\_\_) \_\_\_\_\_

OWNERS ADDRESS: \_\_\_\_\_

RENTAL: NAME OF TENANT: \_\_\_\_\_ DAY/PHONE (\_\_\_\_) \_\_\_\_\_

ACT 135, PUBLIC ACTS OF 1989, REQUIRES THE FOLLOWING INFORMATION FOR ALL APPLICATIONS FOR WORK ON RESIDENTIAL STRUCTURES.

STATE LICENSE NO: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

FEDERAL EMPLOYER ID NUMBER or REASON FOR EXEMPTION: \_\_\_\_\_

WORKER COMP. INSURANCE CARRIER or REASON FOR EXEMPTION: \_\_\_\_\_

M.E.S.C. EMPLOYER NO. Or REASON FOR EXEMPTION: \_\_\_\_\_

**APPLICANT SIGNATURE** - "Section 23a of the State Construction Codes Act of 1972, 1972 PA Act 230, MCL 125.1523A prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who perform work on a residential building or a residential structure. Violators of Section 23a are subjected to Civil Fines."

APPLICANT SIGNATURE: \_\_\_\_\_

**This is not your Permit!** The Permit will be issued only after approval of the Division. Work shall NOT be commenced until the Mechanical Contractor receives the Permit, unless prior approval to start work is obtained from the Mechanical Official. Work performed in the 100-year Flood Zone will require compliance with the City of Lansing Policy and/or all applicable Codes. Call Zoning at (517) 483-4085 to see if your work address is in the Flood Zone. Maps are available!

## HOMEOWNER'S AFFIDAVIT

Homeowner's privileges shall extend to a single-family residence only and shall not apply to any residence or structure from which a monetary gain is being received or is intended to be received, or which is being used for commercial purposes.

**The undersigned hereby certifies that he/she is, or will be within 30 days, the legal owner and occupant of the single-family residence at the address on this form.** The undersigned further certifies that all work under this permit shall be done by the undersigned, or his/her spouse, in accordance with all applicable Codes and City of Lansing Ordinances. It is a violation and a Criminal Misdemeanor to knowingly make a false or misleading statement. (MCL 125.1523)

HOMEOWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

	# of items	Fee	Total
1. Base Fee: Includes 1 inspection		\$90.00	
2. License Registration (once per cycle)		\$15.00	
3. Furnace Replacement (includes duct transition, gas piping, venting)		\$45.00	
4. Air Conditioning (includes split systems)		\$30.00	
5. Humidifiers/Air Cleaners		\$10.00	
6. Water Heater		\$15.00	
7. Boiler Residential 5 units or less		\$45.00	
8. Boiler Commercial – Also requires State Permit (includes: gas piping, venting, combustion air)		\$45.00	
9. Solid Fuel Equipment/Gas Fireplace (includes: chimney)		\$45.00	
10. Chimney, factory built (installed separately), B Vent, PVC Venting, Liner		\$25.00	
11. Damper		\$10.00	
12. Gas Piping; (Residential) each opening-new installation Minimum \$25 or \$5 per outlet over 5 outlets		\$25.00	
13. Solar: set of 3 panels – fluid transfer (including piping)		\$30.00	
14. Dryer, Bath & Kitchen Exhaust (residential exhaust fan)		\$15.00	
15. Piping - Fuel Gas/Process/Hydronic- Per floor Minimum \$25		\$.10/ft	
16. Gas/Oil Burning Equipment (ROOF TOP UNITS, generators)		\$40.00	
17. Heat Pumps/Geothermal (complete residential)		\$45.00	
18. Heat Recovery Units		\$10.00	
19. Commercial Heat Pumps (pipe not included)		\$25.00	
20. Commercial Hoods		\$60.00	
21. Duct – minimum fee \$25.00		\$.10/ft	
22. Unit Heaters (terminal units)		\$30.00	
23. Unit ventilators/PTAC Units		\$15.00	
24. Exhausters		\$15.00	
25. Air Handlers/Heat Wheels under 10,000 CFM		\$30.00	
26. Air Handlers/Heat Wheels over 10,000 CFM		\$60.00	
27. V.A.V. Boxes		\$15.00	
28. Coils (Heat/Cool)		\$30.00	
29. Refrigeration (split system)		\$30.00	
30. Chiller		\$60.00	
31. Cooling Towers		\$60.00	
32. Compressor / Condenser		\$30.00	
33. Additional Inspection Fee (each inspection)		\$80.00	
34. Investigative Fee (each inspection)		\$150.00	

**BOARD OF APPEALS/ADMINISTRATIVE MODIFICATIONS:** Single family residential.....\$125.00  
Commercial.....\$200.00  
Single family residential rentals...\$200.00

**INVESTIGATION FEE:** Whenever any work for which a permit is required by Code has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of the Code nor from any penalty prescribed by law.

**REFUND OF FEES:** Holders of permits upon which work has not been started may make a written request for a refund of Fees paid for such Permits, provided such application is made and attested before a notary public by the same person or corporation who originally applied for such permit or by the estate of such person or receiver of such corporation **within six (6) months** of date of issue. Upon verifying the facts in such cases, the Building Safety Manager shall refund seventy-five percent (75%) of all fees in excess of five dollars (\$5.00) in such manner as may be directed by the City Controller.

Subtotal	
\$10.00 Tech Fee Paper	\$10.00
Paper Application fee Contractors only	\$25.00
Application Conversion (paper to electronic)	\$2.50
<b>FINAL TOTAL</b>	